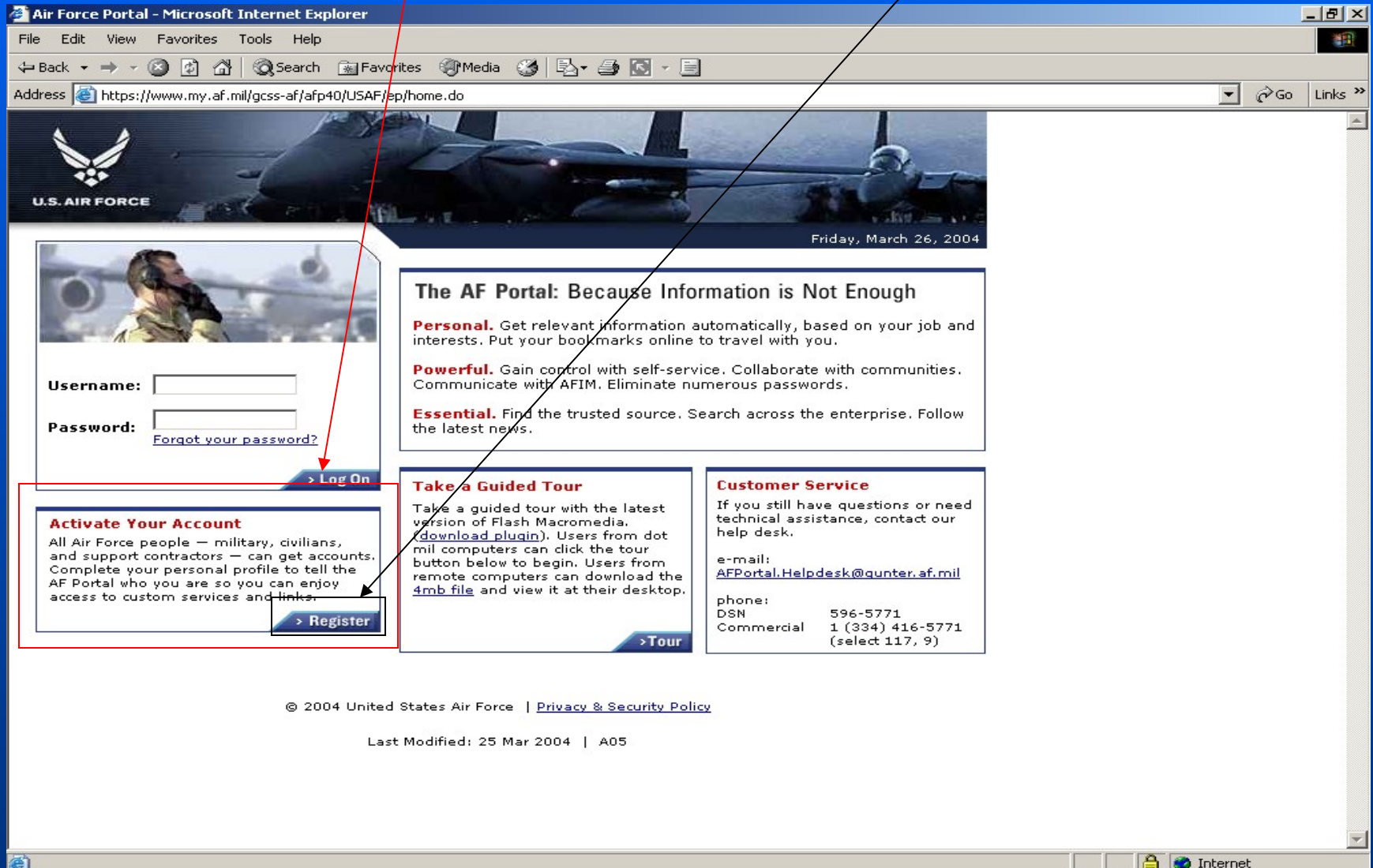


AF Portal Registration Instructions

- Using Internet Explorer, go to <https://www.my.af.mil>
- In the “Activate Your Account Box,” click the “Register” button.



Registering for the AF Portal

Registering for the AF Portal is a two-part process. In the first part, you will self-register for an AF Portal ID. Your ID and temporary password will be emailed to you. In the second part, you will login to the AF Portal with your ID and password and complete your AF Portal Profile.

Step 1: Identification

[Help](#)

To register for an AF Portal account, fill out the fields below and click the 'Next' button to advance to Step 2. If you already have an AF Portal User ID, click the 'Cancel' button to return to the login page. All fields in **bold*** (with an asterisk) are required.

First Name*:
Middle Initial:
Last Name*:
Date of Birth*: Jan (yyyy)
Social Security Number*: (no dashes)
Re-Type Social Security Number*: (no dashes)
Email Address*:
Re-Type Email Address*:

Your organizational and base selections below will enable the AF Portal to deliver personalized content to you.

Organizational Unit Type MAJCOM
Top-Level Organization: Air Mobility Command
Base/Location: TRAVIS AFB, CA (AMC)

[Privacy Act Statement](#)

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- When the “Self Registration Form” opens in a separate window, fill in your identifying information in the top half of the form
- At the bottom of the form select the following:
 - Select “MAJCOM” for Organizational Unit
 - Select “AIR MOBILITY COMMAND” for Top-Level Organization
 - Select “TRAVIS AFB, CA (AMC)” for Base/Location
- Click “Next” to continue

Information Verification

step 2 of 2

First Name	Middle Initial	Last Name	Organization role	Location role
John	E	Doe	MA-AMC-USERS	BA-AMC-TRAVIS-USERS

Date of Birth
01/01/2004 (dd/mm/yyyy)

Social Security Number

Email Address
johne.doe@travis.af.mil

Go Back Complete

- Verify the information is correct on the “Information Verification” page
 - Click “Go Back” to correct the information
 - Click “Complete” to continue to the next step.

Step 3: Login to the AF Portal & Complete your Profile

[Help](#)

Thank you! Your information is being validated. If your information is successfully validated, you will receive two emails shortly. If a problem is discovered, you will receive one email with instructions for correcting the problem. If you have not received an email within twenty-four hours, please contact the Field Assistance Branch (FAB). Click Help for further information.

To complete your AFP registration, follow the steps below:


- **Check for two emails about your Air Force Portal Account.** One email contains your username and the other contains your temporary password.
- **Login to the AF Portal** using your new username and temporary password at:
<https://www.my.af.mil>
- **Change your temporary password-** you will be prompted to change your temporary password on your first login.
- **Complete your AFP Profile.** After you change your password, you will be prompted to complete your AFP Profile. The information you provide is used to deliver personalized content to you.
- After completing your profile, the AFP homepage displays. Browse on your own, or click the AF Portal tour link, located in the top-right hand corner of the screen.

Close Window

- You will receive a screen confirming your initial registration is complete.
- If AF Portal was able to validate the information you entered, you will receive two e-mail messages. One will have your new “User Name” and the other will have your *temporary* password


- To login for the first time, go back to the AF Portal web site and use the "User Name" and temporary password sent in the e-mail (you can use copy and paste to make entering the password easier)
- You will need to create a new password following the rules listed here.
- "Old Password" refers to the *temporary* password you were sent via e-mail. Click "Update" to continue and click "Back to Portal" on the confirmation screen.

Address  https://www.my.af.mil/pkmslogin.form Go Links >>



U.S. AIR FORCE

Friday, March 26, 2004



Change your Password

Your password has expired. Please update it now.

Old Password:

New Password:

Verify New Password:

The client's password has expired.

> UPDATE

Password Rules

Passwords Must:

- Be at least eight characters in length
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one special character
- Contain at least one numeric character

Help

Frequently asked questions, email help desk, comments and suggestions.

> HELP

Update Personal Details. Click Next when done or Reset to reset form fields.

Required fields in **bold**. If you are having problems completing this form, contact the Field Assistance Branch at DSN 596-5771 or Comm. 334 416-5771 option 1,1,7,9, or email at Team7@Gunter.AF.mil.

First Name:

Last Name:

Middle Initial:

Suffix:

Social Security #: [Privacy Act Statement](#)
(9 digits only, no dashes)

Work Address Line 1:

Work Address Line 2:

City:

State/Province/Region:

Zip:

Country:

DSN Phone: Comm. Phone:

DSN Fax: Comm. Fax:

Email Address:

Re-type Email Address to confirm:

Web Mail Link: [what is this?](#)

Branch of Service:

- Login using your *new* password and fill out/verify the information in the "Personal Information" screen.
- Mailing Address
510 Airlift Drive
Travis AFB, CA
94535
- Web Mail Link
<https://mail.amc.af.mil>
- Click "Next" to continue



Personal Details

Update Personal Details. Click Finish when done or Reset to reset form fields or Back to go back to previous page without saving changes.

Required fields in **bold**. If you are having problems completing this form, contact the Field Assistance Branch at DSN 596-5771 or Comm. 334 416-5771 option 1,1,7,9, or email at Team7@Gunter.AF.mil.

Base/Location:

Travis AFB (AMC)

Home of Record:

Alaska

Grade:

E-1

Supervisory Responsibility:

Primary AFSC:

3P0X1 Security Forces

[Look up](#)

Duty AFSC:

3P0X1 Security Forces

[Look up](#)

AEF Assignment:

Commander of:

None

Please select one of the following organizations (DRU, FOA, or Major Command). If you select a Major Command, click 'Show next level' to show the next level of sub-organizations. You may stop at any level by making your selection and clicking the "Finish" button. If your sub-organization does not appear, choose "Other" and click the Finish button.

DRU:

FOA:

Top-Level Organization:

Air Mobility Command

[Show next level](#)

Second-Level Organization:

Security Forces

[Show next level](#)

- Select applicable information

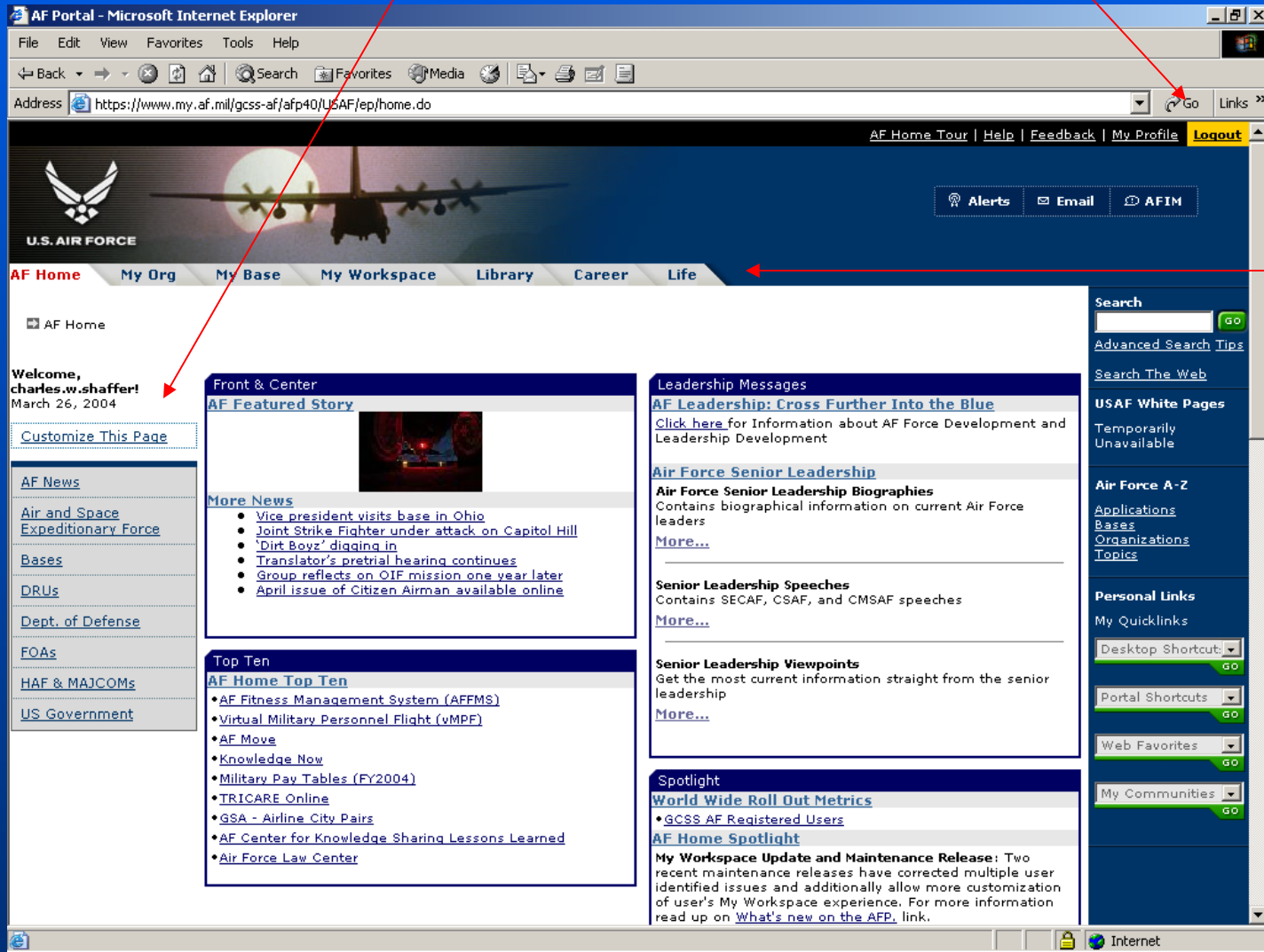
- For AFSC entries, click on "Look up" and select it from the list. The AFSC's aren't quite in order other than enlisted at the top and officer AFSC's at the bottom. Be sure to click "Save" after you have selected the AFSC.

- Click on this to get the "Second Level Organization" box

- Click "Finish" when done

[RESET](#)[← BACK](#)[FINISH](#)

- Once you have completed your personal profile, you can log in and move around the web site. There are tabs you can use to read current information and events that apply to the tab headings. You can also change the layout of the page for yourself by clicking on "Customize This Page". When you're finished, don't forget to "Logout"



QUESTIONS?

**POC: 2LT Christopher
Gudino
4-0291**